

TOWN OF CHESTER, NY

HELP WANTED

JOB TITLE: Part-Time Bookkeeper

SUPERVISOR: Town Comptroller

PURPOSE OF JOB:

The person is responsible for all aspects of bookkeeping for the Town of Chester including maintaining and reconciling general ledger accounts, bank reconciliations, journal entries, fiscal controls and deadlines, benefits administration, grant administration and reporting and other assigned duties.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- Keeps all books and records as required under governmental accounting, auditing, and financial reporting standards. Responsible for maintaining the General Ledger accounting system, including all general ledger accounts, maintaining general ledger journal entries, balance sheets, trial balances, chart of accounts, funds and fund descriptions.
- Works in concert with the Town Comptroller on posting cash receipts and coordinating disbursements and dissemination of appropriate reports.
- Responsible for assisting in the preparation of records necessary for the annual and/or special audits.
- Assist in the establishment and maintenance of a system of internal controls to ensure adequate checks and balances, segregation of duties, transparency and security of municipal assets.
- Develops periodic reports and other financial reports to keep the Comptroller, Supervisor and Department Heads as well as elected officials up-to-date on the budget status and that all stakeholders are fully aware of their municipal finances.
- Manages the Accounting Software. The Town uses Edmonds GovTech.
- Assists in the administration of employee benefits, payroll and disbursements, which will include: data submissions and reporting to the state retirement system and deferred compensation, managing employee insurance benefits and other reporting's to state agencies.
- Ensures that timely and accurate filings are made with governmental agencies.

MINIMUM QUALIFICATIONS:

A minimum of 5 years of experience performing computer automated accounting, budgeting and other fiscally related analytical tasks. A working knowledge of GAAP and GASB standards is beneficial. A degree in Accounting, Finance, Business or a closely related field or equivalent combination of education, training, and experience which provides the requisite knowledge, skills

and ability for this job will be considered. Edmunds Accounting Software is preferred but not necessary for this role.

Please send resumes to:

Linda A. Zappala
Town Clerk
Town of Chester
1786 Kings Highway
Chester, NY 10918
lzappala@thetownofchester.org